



### **Chief Human Resources Officer [#C15-013]**

Open To: The Public

Location: Central Connecticut State University  
1615 Stanley Street, New Britain, CT

Hours: Full-Time

Compensation: Minimum Salary \$131,789

**Closing Date: October 10, 2014**

Central Connecticut State University seeks a Chief Human Resources Officer who will ensure that employee relations and personnel administration will advance the University's strategic goals and reflect sound principles of human resource management. The Chief Human Resources Officer is a cabinet level position with responsibility for setting and administering University policy within the framework of the Board of Regents and the State of Connecticut. This individual will be responsible for directing and supervising the Human Resources Department and all aspects of University human resources management including:

- Participating in labor contract negotiations and developing bargaining strategy; interpreting and implementing collective bargaining agreements, laws and regulations affecting personnel and labor relations and application to daily workplace situations;
- Processing grievances and advising managers and supervisors on labor relations and personnel management;
- Planning, developing, and recommending human resources policies, procedures, and objectives.
- Managing personnel records and reporting through HRIS;
- Managing employment processing for all University employees including benefits administration, classification, and compensation;
- Developing training and staff development opportunities for all employees;
- Performing job analysis, classification and compensation;
- Conducting policy analysis and human resources studies; and,
- Working on special projects assigned by the President.

#### **Required Qualifications:**

- Bachelor's degree
- Seven years progressively responsible experience in human resources with complex personnel systems including three years of supervisory experience
- Experience in handling complex labor and employee relations issues involving multiple bargaining units;
- Experience in a collective bargaining environment
- Knowledge of labor and employment law
- Experience in responding to claims from Federal and State agencies and interfacing with legal counsel;
- Experience in a broad range of policy setting and leadership roles
- Demonstrated interpersonal skills
- Demonstrated written, oral, and presentation skills
- Experience creating and maintaining a workplace that supports and respects diversity.

**Preferred Qualifications:**

- Advanced degree in Human Resources, Personnel Management, Public Administration, Business Administration, Organizational Management, Law or in a related field
- Human Resources experience in Connecticut State Government
- Human Resources experience in public higher education

**The University:** CCSU is one of four state universities with the Board of Regents for Higher Education Connecticut State Colleges & Universities. Excellent professors and a wide array of academic programs prepare students for success in whatever field they choose. CCSU's motto is more than a slogan; it articulates the University's commitment to students: "Start with a dream. Finish with a future." The Princeton Review selected CCSU as one of "The Best Northeastern Colleges." CCSU serves approximately 12,000 students - 9,900 undergraduates, and 2,100 graduates. CCSU is richly diverse: more than 20 percent of students are of traditional minority heritage. Visit our web site at <http://www.ccsu.edu/>.

**The Community:** CCSU is located in New Britain, a city of some 70,000, within a 10-minute drive to the state capital in Hartford. New Britain is home to the nationally recognized New Britain Museum of American Arts and offers a range of cultural opportunities, including the New Britain Symphony Orchestra, two theatres, and an extensive park system. The University is approximately two hours (by car) from both Boston and New York City.

**Application & Appointment:** To be considered, applications must be received by **October 10, 2014**. Minimum salary is \$131,789. To begin the application process, go to [www.ccsu.edu/jobs](http://www.ccsu.edu/jobs) and submit the following:

- Letter of interest addressing qualifications for the position
- Current curriculum vitae
- Names of five professional references, one of whom must have been your supervisor, with mail and email addresses, and phone numbers

**Emailed or mailed copies will not be accepted; incomplete applications will not be considered.** Attorney Carolyn Magnan, Special Assistant to the President, is the Search Committee Chair. For information, contact Denise Chancey, Administrative Assistant in the Office of Special Assistant to the President at 860-832-3025. Please make sure your Social Security Number is not listed on any documents submitted.

CCSU is an affirmative action and equal opportunity employer.